

## NAMING OF PONCA BUILDINGS OR FACILITIES POLICY & PROCEDURE

Procedures to name tribally-owned buildings or facilities will follow a set of standard steps, These include:

- A. Criteria
- B. Soliciting nominations of individuals from the tribal community.
- C. Review of nominations.
- D. Final selection

### **(1.) Establishing Criteria**

The Tribal Council will consider the following criteria for naming buildings:

- A. Name does not have to be that of a person
- B. Individuals should but do not have to be of O'sni Ponca heritage
- C. Individuals may be relatives or ancestors
- D. The name may have some historic or cultural significance

### **(2.) Soliciting Nominations**

**Naming of Buildings or Facility will be held in conjunction with Tribal Council Elections**

Administrative staff will issue an initial announcement for acceptance of nominations from the voting membership of the tribe via the Newsletter and Tribal Website and a deadline for submission (post mark must be by the deadline set). Nomination forms will be included in the Newsletter and will be available at all tribal offices. Nominations must be on the form provided and include the following information:

- A. Name for building or facility
  - B. Reason for the nomination
  - C. Person submitting nomination
  - D. Dated submitted
  - E. Inappropriate names submitted will be omitted
- Nominations received after the deadline will not be counted.**

### **(3.) Review and final selection of name**

Tribal Council will determine 1-3 names for the building identified. A ballot sheet will be sent to all registered voters with the Tribal Election ballot. The naming ballot will include a synopsis on the reason for each name selection. The ballot for the name of the building or facility must be returned in the envelope provided. All votes for Tribal Representatives and the naming of the building will be counted by the Election Board concurrently. The name with the highest number of votes will be selected. In case of a tie for the naming of the building, this tie will be broken by a flip of the coin performed by the Chairperson of the Election Board.

The name selected will be announced via the Newsletter and Website, and a Traditional Naming Ceremony will be held on a date and time to be determined at the Tribal Council meeting.

If no nominations are received the building in question will be named by a consensus of the Tribal Council.

**In the event a name must be chosen and time does not allow for solicitation, Tribal Council will chose an interim name, the steps above will follow in a timely manner.**

**Approved by TC 7/22/12**